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\* 922 KAR 2:100. Certification of family child care homes.\*

RELATES TO: KRS 13B.005-13B.070, 13B.125, 17.165, 186.020, 199.894(5), 199.896(18), 199.898, 199.8982, 214.036, 600.020(1), 620.030

STATUTORY AUTHORITY: KRS 13B.170, 199.8982(1)(f)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 199.8982(1)(f) requires the cabinet to promulgate administrative regulations to establish standards for the issuance, monitoring, release of information, renewal, denial, revocation, and suspension of a certificate of operation, and to impose minimum staff-to-child ratios for a family child care home. The statute authorizes the cabinet to establish minimum safety requirements for operation of a certified family child care home. This administrative regulation establishes minimum requirements intended to protect the health, safety, and welfare of children cared for by certified family child care home providers.

Section 1. Definitions. (1) "Assistant" means a person:

(a) Sixteen (16) years of age or older;

(b) Under direct supervision of a provider or substitute provider; and

(c) Who meets the requirements listed in Section 2(3) of this administrative regulation.

(2) "Child" means a person under:

(a) Thirteen (13) years of age; or

(b) Eighteen (18) years of age if the minor has a special need in which supervision is required.

(3) "Corporal physical discipline" is defined by KRS 199.896(18).

(4) "Employee" means a person who:

(a) Works either paid or unpaid for a certified family child care home provider; and

(b) Meets the requirements of Sections 2(2)(a), (3), and (6) of this administrative regulation.

(5) "Family child care home" is defined by KRS 199.894(5).

(6) "Home" means the private primary residence of the certified family child care home provider.

(7) "Infant" means a child who is less than twelve (12) months of age.

(8) "Provider" means an owner, operator, or person who:

(a) Provides care for preschool children, school-age children, or both, inside his own home for less than twenty-four (24) hours a day;

- (b) Is not required to be licensed under 922 KAR 2:090; and
- (c) Meets the requirements of Section 2 of this administrative regulation.

(9) "Provider's own related children" means:

- (a) The provider's own child or children;
- (b) A child or children in the provider's legal custody;
- (c) The provider's grandchild or grandchildren;
- (d) The provider's niece or nieces;
- (e) The provider's nephew or nephews;
- (f) The provider's stepchild or stepchildren; or
- (g) The provider's sibling.

(10) "Substitute provider" means a person who shall:

(a) Be used in the absence of a certified family child care home provider; and

(b) Meet the requirements of Section 10(8) and (9) of this administrative regulation.

(11) "Toddler" means a child between the age of twelve (12) months and twenty four (24) months.

Section 2. Certification Process. (1) The Department for Community Based Services shall be responsible for certifying a family child care home.

(2) An applicant for certification shall:

- (a) Be at least eighteen (18) years of age;
- (b) Submit within ninety (90) days of initiation of the application process:

1. A completed DCC-178, Application for Family Child Care Certification;
2. A completed DCC-179, Self-Check List; and
3. A nonrefundable certification fee pursuant to KRS 199.8982(1)(b);

(c) Meet the requirements of KRS 199.8982(1)(a); and

(d) Submit to a check of the central registry in accordance with 922 KAR 1:470.

(3) An adult living in the home of the applicant, an applicant's assistant, employee, and substitute shall submit:

(a) To a criminal records check required by KRS 17.165 within the past year by the Kentucky State Police or Administrative Office of the Courts;

(b) To a check of the central registry in accordance with 922 KAR 1:470; and

(c) Written verification from a licensed health care professional or a health department that the individual is free of active tuberculosis.

(4) Upon receipt of a completed application for certification, and a nonrefundable certification fee pursuant to KRS 199.8982(1)(b), cabinet staff shall:

(a) Review and process the application; and

(b) Conduct an unannounced inspection of the home pursuant to KRS 199.8982(1)(b).

(5) If the requirements of subsections (2) and (3) of this section have been met, an applicant shall be certified for a two (2) year period.

(6) Within three (3) months of submission to the cabinet of a complete DCC-178, an applicant shall demonstrate completion of training as required by KRS 199.8982(1)(a)6.

(7) The family child care home certificate shall:

(a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);

(b) Contain:

1. The name and address of the child care provider;

2. Maximum number of unrelated children who may be served;

3. Identification number; and

4. Effective and expiration date; and

(c) Be valid for only the:

1. Name of the individual authorized on the certificate to operate a family child care home; and

2. Residential address printed on the certificate.

(8) Family child care certification shall be renewed every two (2) years. The family child care home provider shall submit at least one (1) month prior to the expiration of certification:

(a) A completed DCC-178, Application for Family Child Care Certification;

(b) A nonrefundable renewal fee pursuant to KRS 199.8982(1)(b);

(c) A physician's statement documenting the family child care home provider's health is satisfactory for continued operation of a family child care home; and

(d) Proof that the family child care home provider continues to meet the minimum requirements specified in Sections 2, 3, and 10 through 14 of

this administrative regulation.

(9) A change of location shall require:

(a) A completed DCC-178, Application for Family Child Care Certification; and

(b) An inspection of the new home.

Section 3. Denial of Application for Certification. (1) An application for initial certification or renewal of certification as a family child care home provider shall be denied if the applicant, assistant, employee, substitute, or an adult residing in the household who has direct contact with a minor has:

(a) Abused or neglected a child according to a check of the central registry in accordance with 922 KAR 1:470; or

(b) A history of behavior that may impact the safety or security of a child in care including:

1. A criminal conviction of a violent crime or sex crime as defined in KRS 17.165;

2. A conviction for a drug-related felony; or

3. Other behavior or condition indicating inability to provide reliable care to a child.

(2) An application for certification as a family child care home shall be denied if the applicant:

(a) Fails to comply with the minimum certification standards specified in Sections 10 through 14 of this administrative regulation and KRS 199.8982; or

(b) Knowingly misrepresents or offers false information on the application or other form required by the cabinet, pursuant to 922 KAR Chapter 2.

(3) Effect of previous denial or revocation:

(a) If an applicant for certification has had a prior certificate or license to operate a child care business denied or revoked, the cabinet shall grant the applicant a certificate to operate a family child care home if:

1. A two (2) year period has expired from the date of the prior denial or revocation; and

2. The applicant has:

a. The ability to comply with the provisions of this administrative regulation and KRS 199.8982;

b. Completed, since the time of the prior denial or revocation, sixty (60) hours of cabinet-approved training in developmentally appropriate

child care practice; and

c. Not had an application, certificate, or license to operate as a child care provider denied or revoked for:

(i) Conviction of a violent crime or sex crime as defined in KRS 17.165; or

(ii) Abuse or neglect of a child according to a check of the central registry in accordance with 922 KAR 1:470.

(b) If a certificate is granted after the two (2) year period specified in paragraph (a) of this subsection, the provider shall serve a two (2) year probationary period during which the home shall be inspected on at least a quarterly basis.

Section 4. Intermediate Sanctions. (1) If the cabinet determines that a certified family child care home provider is in violation of this administrative regulation, the cabinet may:

(a) Require the provider to participate in additional training;

(b) Increase the frequency of monitoring by cabinet staff;

(c) Enter into an agreement with the provider detailing the requirements for remedying a violation and achieving compliance; or

(d) Notify or require the provider to notify a parent of a child who may be affected by the situation for which an intermediate sanction has been imposed.

(2) An intermediate sanction may result in a nonemergency suspension or revocation of certification if a certified family child care home provider:

(a) Fails to meet a condition of the intermediate sanction; or

(b) Violates a requirement of an intermediate sanction.

Section 5. Nonemergency Suspension. (1) If the cabinet determines that a certified family child care home provider is in violation of this administrative regulation or fails to correct a deficiency by the date specified on the corrective action plan, a nonemergency suspension for a period not to exceed sixty (60) calendar days may occur.

(2) At least thirty (30) calendar days prior to the start date of a nonemergency suspension, a certified family child care home provider shall receive by personal service or through certified mail, return receipt requested, a written notice from the cabinet that:

(a) Specifies the:

1. Effective date;

2. Duration of the suspension; and

3. Corrective action necessary for reinstatement of the certification;

(b) Explains the reason for the suspension;

(c) Advises the family child care home provider of the right to request an appeal prior to the effective date of the nonemergency suspension;

(d) Specifies that the nonemergency suspension shall be stayed if an appeal is requested;

(e) Specifies that if the provider does not request an appeal of the nonemergency suspension or if the nonemergency suspension is upheld following the hearing, the provider shall cease operation of the family child care home during the period recommended for suspension;

(f) Specifies that suspension may lead to revocation; and

(g) Requires the family child care home provider to surrender the certificate of operation to the cabinet when the suspension becomes effective.

(3) If a certified family child care home provider's certification has been suspended for a nonemergency reason, the cabinet or designated staff shall make reasonable efforts to:

(a) Notify a parent of each child in care; and

(b) Assist the parent in securing alternate child care arrangements.

(4) By the end of the nonemergency suspension period, certification shall be:

(a) Reinstated; or

(b) Revoked for failure to take corrective action necessary for reinstatement of the certification.

Section 6. Emergency Suspension. The cabinet shall take emergency action in accordance with KRS 13B.125, by issuing an emergency order that results in suspension of the operation of a certified family child care home.

(1) An emergency order shall:

(a) Be served to a certified family child care home provider by:

1. Certified mail, return receipt requested; or

2. Personal service; and

(b) Specify corrective action necessary for reinstatement of certification.

(2) Upon receipt of an emergency order, the provider shall surrender the certificate of operation to the cabinet.

(3) The cabinet or its designee shall make reasonable efforts to:

(a) Notify a parent of each child in care of the suspended provider; and

(b) Assist a parent in securing alternate child care arrangements.

(4) The provider's certification for operation of a family child care home shall be revoked if:

- (a) The provider does not request a hearing; or
- (b) The condition that resulted in the emergency order has not been corrected.

Section 7. Revocation. (1) A family child care home provider's certification shall be revoked if the provider:

(a) Knowingly misrepresents or offers false information on the application or other form required by the cabinet pursuant to 922 KAR Chapter 2;

(b) Interferes with a cabinet representative's ability to perform an official duty;

(c) Refuses, during the hours of operation, access by a parent or cabinet representative to:

1. A child; or
2. Space in the home used for child care;

(d) Is convicted of a criminal charge that threatens the health, safety, or welfare of a child in care;

(e) Is unable to operate a family child care home due to a medical condition; or

(f) Is unable to continue to meet the requirements of KRS 199.8982(1) or Sections 2, 3, and 10 through 14 of this administrative regulation.

(2) If the cabinet determines that a condition of subsection (1) of this section exists, a written notice of revocation from the cabinet shall be delivered by personal service or through certified mail, return receipt requested, at least thirty (30) days prior to the effective date of the revocation. The notice shall:

- (a) Explain the reason for the revocation;
- (b) Specify that the child care provider shall cease operation as a certified family child care home upon revocation;
- (c) Advise the family child care home provider of the right to request an appeal prior to the effective date of the revocation;
- (d) Specify that revocation shall be stayed if an appeal is requested; and
- (e) Require the family child care home provider to surrender the certificate of operation to cabinet staff when the revocation becomes effective.

(3) If a provider's certification has been revoked, the cabinet or designated staff shall make reasonable efforts to:

- (a) Notify a parent of each child in care; and
- (b) Assist the parent in securing alternate child care arrangements.

Section 8. Appeal of Denials, Intermediate Sanctions, Nonemergency Suspension and Revocation. (1) If the cabinet denies certification, imposes an intermediate sanction, suspends certification for a nonemergency situation, or revokes certification, the family child care home provider shall be afforded a hearing in accordance with KRS Chapter 13B.

(2) If an intermediate sanction or nonemergency suspension leads to revocation of certification, no further appeal shall be permitted.

Section 9. Appeal of Emergency Suspension. (1) A certified family child care home provider may appeal an emergency order suspending operations, in compliance with KRS 13B.125(3).

(2) If a hearing officer's final order does not uphold an emergency suspension, the provider may resume providing child care.

Section 10. Standards for the Provider. (1) Upon approval of certification as a family child care home, the provider shall:

- (a) Meet minimum requirements established in KRS 199.8982 and Sections 2, 3, and 10 through 14 of this administrative regulation;
  - (b) Complete annually at least six (6) hours of cabinet-approved child development training beginning with the second year of operation; and
  - (c) Obtain commercial liability insurance of at least \$50,000 per child, per occurrence.
- (2) A provider shall not provide care for more unrelated children than the number authorized on the certificate of operation.
- (3) If the provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present.
- (4) A provider shall not care for more than six (6) children under the age of six (6) years old, including the provider's own or related children.
- (5) The maximum number of unrelated children in the care of a certified family child care home provider shall not exceed six (6). A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10).
- (6) The certified family child care home provider shall be currently certified in:
- (a) Infant and child cardiopulmonary resuscitation or "CPR" by an agency approved by the cabinet or Board of Emergency Services; and
  - (b) Infant and child first aid by an agency approved by the cabinet or Board of Emergency Services.



(7) If a provider operates the in-home child care business for twenty-four (24) consecutive hours, the provider shall:

(a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours; and

(b) Employ an assistant or employee during the period of respite.

(8) A substitute provider shall be:

(a) Eighteen (18) years of age or older;

(b) Certified by a cabinet-approved agency in:

1. Infant and child CPR; and

2. Infant and child first aid.

(9) A substitute provider used in the absence of the family child care home provider in excess of fourteen (14) calendar days during a one (1) year period shall demonstrate completion of at least six (6) hours of cabinet-approved training in:

(a) Basic health, safety, and sanitation;

(b) Recognizing and reporting child abuse; and

(c) Developmentally-appropriate child care practice.

Section 11. The Family Child Care Home Environment. (1) The provider's home and each play area used for child care shall:

(a) Be safe; and

(b) Have adequate:

1. Heat;

2. Light; and

3. Ventilation.

(2) Each floor level used for child care shall have at least one (1):

(a) Unblocked exit to the outside;

(b) Smoke detector;

(c) Fire extinguisher; and

(d) Carbon monoxide detector if the home:

1. Uses fuel burning appliances; or

2. Has an attached garage.

(3) New applicants and providers who change location after the effective date of this administrative regulation shall:

(a) Meet the requirements of subsection (2)(b) through (d) of this section; and

(b) Have at least two (2) unblocked exits to the outside on each floor level used for child care.

(4) The home and areas accessible to children in care shall be free of hazards and the following items shall be inaccessible to a child in care:

(a) Cleaning supplies, poisons, paints, and insecticides;

(b) Knives, scissors and sharp objects;

(c) Power tools, lawn mowers, hand tools, nails, and other equipment;

(d) Matches, cigarettes, lighters, combustibles, and flammable liquids;

(e) Alcoholic beverages;

(f) Plastic bags; and

(g) Litter and rubbish.

(5) Medication, including medicine that requires refrigeration shall be stored in a container or area with a lock to ensure a child is unable to access the medication within the container or area.

(6) Guns shall be stored in a locked container which, in order to be opened, requires a:

(a) Key; or

(b) Combination.

(7) Electrical outlets not in use shall be covered.

(8) An electric fan, floor furnace, or freestanding heater or fireplace, shall:

(a) Be out of the reach of a child; or

(b) Have a safety guard to protect a child from injury.

(9) The home shall have:

(a) At least one (1) working telephone on each level used for child care with a residential or commercial line; and

(b) A list of emergency numbers posted by each telephone, including numbers for the:

1. Police;

2. Fire station;

3. Emergency medical care, rescue squad; and

4. Poison control center.

(10) Equipment and toys shall be:

(a) Developmentally appropriate to the age of children in care;

(b) In sufficient quantity for the number of children in care; and

(c) Safe, sound, clean, and in good repair.

(11) Television or video viewing by a child shall be limited to developmentally-appropriate child-related content.

(12) Stairs and steps used for children in care shall be:

(a) Solid;

(b) Safe; and

(c) Railed.

(13) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.

(14) The provider shall:

(a) Maintain first aid supplies that are easily accessible for use in an emergency, but these supplies shall be inaccessible to the children in care; and

(b) Wash superficial wounds with soap and water before bandaging.

(15) First aid supplies shall include a fully-equipped first aid kit containing the following nonexpired items:

(a) Liquid soap;

(b) Adhesive bandages;

(c) Sterile gauze;

(d) Medical tape;

(e) Scissors;

(f) A thermometer;

(g) Flashlight;

(h) Cold pack;

(i) First-aid book;

(j) Disposable gloves; and

(k) A CPR mouthpiece.

(16) Exclusive of the bathroom and storage area, an indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for:

(a) Play; and

(b) Activities that meet the developmental needs of the children in care.

(17) An outdoor play area shall be free of hazards.

(18) Each child in an outdoor play area shall be under the direct supervision of the provider, substitute, employee, or assistant.

(19) Outdoor stationary play equipment shall be:

(a) Securely anchored;

(b) Developmentally appropriate;

(c) Age appropriate; and

(d) Safe.

(20) A trampoline shall not be accessible to a child in the care of a provider.

(21) A swimming pool on the premises shall:

(a) Be maintained;

(b) Have a water filtering system;

(c) Be supervised when in use; and

(d) Be inaccessible when not in use.

(22) A fire and tornado drill shall be conducted during hours of operation:

(a) At least monthly; and

(b) Documented.

(23) An earthquake drill shall be conducted during hours of operation:

(a) At least quarterly; and

(b) Documented.

(24) During hours of operation, the provider, and other persons in the home shall:

(a) Be free of the influence of alcohol or a controlled substance, except for use of a controlled substance prescribed by a physician; and

(b) Prohibit smoking in the presence of children in care.

(25) During a provider's absence, a substitute provider shall be physically present at the home during hours of operation.

(26) A provider shall not be employed outside of the home during regular hours of operation.

(27) The home shall:

(a) Be clean;

(b) Be uncluttered;

(c) Be free of insects and rodents;

(d) Have a water supply that is:

1. Properly located;

2. Protected;

3. Adequate; and

4. Of a source approved by the local health department; and

(e) Have bathrooms, including toilets, sinks, and potty chairs that are:

1. Sanitary; and

2. In good working condition.

(28) The provider, assistant, substitute, and each employee shall:

(a) Wash hands with soap and running water before and after diapering a child;

(b) Assure that a covered, leak-proof container is:

1. Available for soiled diapers;

2. Emptied daily; and

3. Cleaned daily;

(c) Use sanitary procedures when preparing and serving food;

(d) Assure that a child shall not share:

1. Cups;

2. Eating utensils;

3. Wash cloths; and

4. Towels; and

(e) Refrigerate perishable food and beverages.

(29) The refrigerator shall:

(a) Be in working order; and

(b) Have a working thermometer demonstrating that the refrigerator is maintained at a temperature of forty-five (45) degrees Fahrenheit or below.

(30) Except if thawed for preparation or use, frozen food shall be kept at a temperature of zero degrees Fahrenheit as verified by a thermometer in the freezer.

(31) Unless provided as part of the fee for child care, an infant's formula shall be prepared and provided by the parent.

(32) If more than one (1) bottle-fed child is in the care of the provider, each child's bottle shall be labeled.

(33) While feeding an infant, the:

(a) Child shall be held; and

(b) Bottle shall not be:

1. Propped; or

2. Left in the mouth of a sleeping infant.

(34) Milk or milk products served shall be pasteurized.

(35) Meals shall:

(a) Be served in an amount appropriate to the age of the child; and

(b) Include appropriate types of food according to the age of the child.

(36) Breakfast shall include:

(a) Milk;

(b) Bread; and

(c) Fruit or vegetable or 100 percent juice.

(37) A snack shall include two (2) of the following:

(a) Milk;

(b) Protein source;

(c) Fruit or vegetable or 100 percent juice; or

(d) Bread.

(38) Lunch and dinner shall include:

- (a) Milk;
  - (b) Protein source;
  - (c) Two (2) vegetables or a fruit and one (1) vegetable; and
  - (d) Bread.
- (39) Windows and doors shall be screened for ventilation.
- (40) A household pet shall be vaccinated for rabies.
- (41) Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover.
- (42) Adequate space shall be provided at rest-time for each child in care more than four (4) hours:
- (a) Rest-time area shall be comfortable, clean, safe, and in good repair.
  - (b) Individual linens shall be:
    - 1. Provided for each child; and
    - 2. Changed:
      - a. At least weekly; or
      - b. If soiled or wet, immediately.
- (43) If overnight care is provided, the caregiver shall:
- (a) Remain awake until every child in care is asleep;
  - (b) Sleep on the same floor level of the home as an infant or toddler; and
  - (c) 1. Provide an individual bed, crib, playpen, or cot with comfortable, clean, and safe bedding for each child.
  - 2. The crib or playpen shall meet the Consumer Products Safety Commission Standards.
- (44) A written and posted routine plan shall be established for daily:
- (a) Activity;
  - (b) Opportunity for outdoor play; and
  - (c) Reading.
- (45) A child who is not asleep shall be visually supervised.
- (46) Except for a school-aged child whose parent has given written permission and whose whereabouts are known, a child shall not be permitted off of the premises without the caregiver.
- (47) Use of corporal physical discipline is prohibited, pursuant to KRS

199.896(18).

(48) A child shall be released from the family child care home to:

- (a) The child's custodial parent;
- (b) The person designated in writing by the parent to receive the child; or
- (c) In an emergency, a person designated over the telephone by the parent.

(49) To assure a healthy environment, the provider shall maintain a:

(a) Current immunization certificate for each child within thirty (30) days of enrollment, unless an attending physician or parent objects to the immunization of a child pursuant to KRS 214.036;

(b) DCC-180, "Child's Health and Emergency Information":

1. Completed and signed by the child's parent or guardian; and
2. Retained on file on the first day the child attends and include:
  - a. The child's name, address, and date of birth;
  - b. The name of each individual to whom the child may be released;
  - c. The general status of the child's health;
  - d. Allergies or restrictions on the child's participation in activities, with specific instructions from the child's parent or physician;
  - e. The name and phone number of each person to be contacted in an emergency situation;
  - f. The name and phone number of the child's physician and preferred hospital; and
  - g. Authorization by the parent or guardian for the provider to seek emergency medical care in the parent's absence.

(50) A provider shall provide immediate notification of a medical emergency to the:

- (a) Parent;
- (b) Person exercising custodial control; or
- (c) Family physician, if the parent or person exercising custodial control is unavailable.

(51) A quiet, separate area that can be easily supervised shall be provided for a child too sick to remain with other children.

(52) Prescription medication shall not be administered to a child in care, except if authorized by:

- (a) A licensed physician; and



(b) The daily written request of the parent or guardian.

(53) Nonprescription medication shall be administered to a child only with written daily request of parent or guardian.

(54) The caregiver shall:

(a) Be able to recognize symptoms of childhood illnesses;

(b) Be able to provide basic first aid;

(c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse or neglect pursuant to KRS 600.020; and

(d) Maintain daily attendance records documenting the arrival and departure time of each child.

Section 12. Transportation. (1) If transportation is provided or arranged by the certified family child care home provider, the provider shall:

(a) Have written permission from a parent or guardian to transport his child;

(b) Have a car or van equipped with seat belts;

(c) Require that a child:

1. Be individually seat-belted;

2. Remain seated while the vehicle is in motion; and

3. If a child is under forty (40) inches in height:

a. Be transported in the back seat; and

b. Restrained in a federally-approved motor vehicle safety seat in good repair;

(d) Have a valid driver's license issued by the Division of Motor Vehicles;

(e) Have emergency and identification information about each child in the vehicle if children are being transported; and

(f) Conform to state laws pertaining to vehicles, drivers license, and insurance pursuant to KRS 186.020.

(2) A child shall not be left unattended in a vehicle.

(3) The back of a pickup truck shall not be used to transport a child.

Section 13. Records. (1) A certified family child care home provider shall maintain the confidentiality of a child's records.

(2) The cabinet shall provide, upon request, public information pursuant to KRS 199.8982(1)(d) and (e).

(3) The provider shall:

(a) Report an incident of suspected child abuse or neglect pursuant to KRS 620.030(1); and

(b) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(3).

Section 14. Certified Family Child Care Home Program. The certified family child care home provider shall:

(1) Develop written information that specifies the:

(a) Rate for child care; and

(b) Expected frequency of payment for the program;

(2) Make available a copy of the certification standards to each parent;

(3) Provide each parent with the name, address, and telephone number of the cabinet for the purpose of registering a complaint if the parent believes the family child care home provider is not meeting the standards;

(4) Post and provide to each parent a copy of children and parent rights, as required by KRS 199.898;

(5) Allow a parent to visit and observe the program during the hours of operation; and

(6) Communicate with each child's parent about the child's:

(a) Development;

(b) Activities;

(c) Likes; and

(d) Dislikes.

Section 15. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "DCC-178, Application for Family Child Care Certification, edition 11/03";

(b) "DCC-179, Self Check List, edition 11/03"; and

(c) "DCC-180, Child's Health and Emergency Information, edition 11/03".

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eff. 2-1-2001; 30 Ky.R. 497; 945; 1295; eff. 11-19-03.)